



Cyclone Response and Management Plan

For The

Onslow Marine Supply Base (OMSB)

'Be Safe, Stay Safe'



Revision Approvals

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Context

Cyclones are a risk to northern coastal areas and nearby inland areas between October and April. They may cause damage through extremely high winds, flooding from widespread and intense rainfall, and in some cases storm surge. Major structural damage, injury or even death is possible, loss of electricity, water, communications and access through road and airport closures is also likely. Injury through flying debris (vegetation or metal from damaged buildings) is a real risk.

Refer Section 5 for detailed explanation.

1.0 Scope

This plan applied to OMSB. OMSB is situated in a Region D Terrain 1 cyclone region. As the area is developed its sub category may change and this plan will be updated accordingly.

FIGURE 2: Terrain Category

<p>TC 1 TERRAIN CATEGORY 1</p> <p>Very exposed open terrain with few or no obstructions and enclosed limited sized water surfaces at serviceability and ultimate wind speeds in all wind regions, e.g. flat, treeless, poorly grassed plains, or river, canals, lakes and enclosed bays, extending less than 10 km in the wind direction.</p>	
<p>TC 1.5 TERRAIN CATEGORY 1.5</p> <p>Open water surfaces subjected to shoaling waves at serviceability and ultimate wind speeds in all wind regions, e.g. near-shore water, large unenclosed bays on seas and oceans, lakes and enclosed bays extending greater than 10 km in the wind direction.</p>	
<p>TC 2 TERRAIN CATEGORY 2</p> <p>Open terrain including grassland with well-scattered obstructions having heights generally from 1.5 m to 5 m with no more than two obstructions per hectare, e.g. farmland and cleared subdivisions with isolated trees and uncut grass.</p>	
<p>TC 2.5 TERRAIN CATEGORY 2.5</p> <p>Terrain with a few trees and/or isolated obstructions. This category is intermediate between TC2 and TC3 and represents the terrain in developing outer urban areas with scattered houses, or large acreage developments with fewer than 10 buildings per hectare.</p>	
<p>TC 3 TERRAIN CATEGORY 3</p> <p>Terrain with numerous closely spaced obstructions having heights, generally from 3 m to 10 m. The minimum density of obstructions shall be at least the equivalent of 10 house-size obstructions per hectare, e.g. suburban housing or light industrial estates.</p>	

2.0 Base Technical Profile

This section details a ready reference to technical details of the base that are relevant to this CMP;

- OMSB's wharf wall is +4.3m CD
- HAT at OMSB is +3.07m CD
- LAT at OMSB is +0.09m CD
- Highest point on the base is +5.21m CD at the south eastern corner of the base. See appendix 6 for full layout

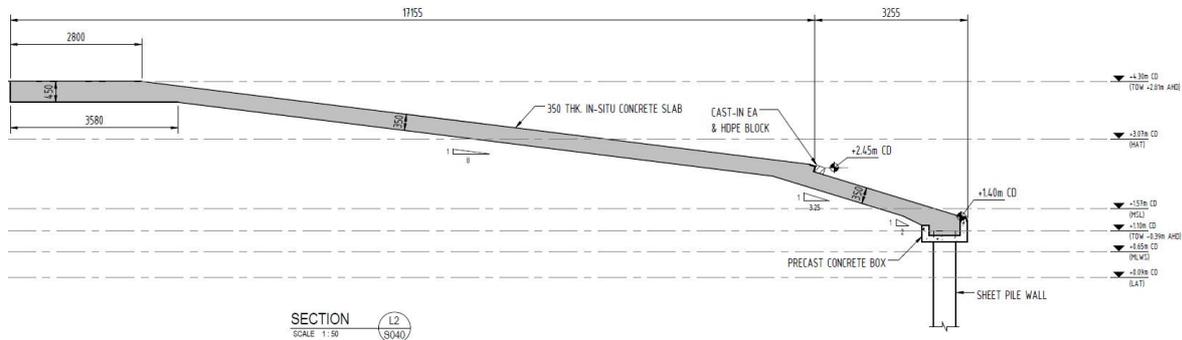


Figure 1 Tide Profile at LCT Ramp

3.0 Purpose

The purpose of this plan is to:

- comply with the Crisis and Emergency Response Standard and Guidelines for Cyclone Response Planning;
- provide instructions to personnel with responsibilities for cyclone response preparation; and
- ensure all Agility Project Logistics personnel, contractors, visitors and equipment, are as safe and free from hazards as is practicable during a cyclonic event.

4.0 Glossary of Terms

<i>Cyclone Watch</i>	A cyclone has developed off the coast and is being monitored.
<i>Blue Alert</i>	A cyclone may produce gales within 48 hours. The site personnel should commence taking cyclone/flooding precautions.
<i>Yellow Alert</i>	There is a significant risk that destructive winds will occur in your area and you should take action, including evacuation strategies.
<i>Red Alert</i>	Destructive winds are likely to occur very soon and you should move immediately to nearby shelter. It is now too late to evacuate from site.
<i>All Clear with Caution</i>	The wind and storm surge danger has passed, although ground hazards may still exist.
<i>BoM</i>	Bureau of Meteorology
<i>BM</i>	Perth Cyclone Manager
<i>OM</i>	Site Cyclone Coordinator

FESA	Fire and Emergency Services Authority
LEMC	Local Emergency Management Committee
SES	State Emergency Service
TBRA	Team Based Risk Assessment
HAT	Highest Astronomical Tide
CD	Chart Datum

5.0 Explanatory Information – Cyclones

A tropical cyclone is a low pressure system that has well defined clockwise wind circulation. The region surrounding the centre, has gale force winds with a sustainable wind speed of 63km/hr or greater and wind gusts in excess of 90 km/hr. When the sustained wind speeds, around the centre, reach 119km/hr or greater with wind gusts in excess of 170km/hr, the cyclone is known as a SEVERE tropical cyclone.

The “eye” of a cyclone is an area characterised by light winds and often clear skies.

The diameter of the eye can extend from 10 km to 100 km. It is important to remain inside, when the eye of the cyclone passes over head, this lull is closely followed by destructive winds from a different direction.

For a cyclone to form, the sea surface temperature must be above 26.5°C. Tropical cyclones affecting the North West coast of Western Australia are known for their erratic behaviour, changes in wind speed and course direction can occur suddenly. Graphical representation of past cyclones demonstrates patterns of loops and sharp turns.



Figure 2 Structure of a Cyclone (Schematic) – Bureau of Meteorology

Tropical cyclones can last from a few days up to two or three weeks and usually dissipate over land or colder ocean areas. Tropical cyclones can bring heavy rainfall, causing rivers to flood with resulting in damage to roads and property.

Destructive winds can produce seas which are dangerous for vessels, both out at sea or moored in harbours. A severe tropical cyclone can have wind gusts exceeding 280km/hr.

A storm surge is defined as a raised dome of water about 60 to 80 km in width and 2 to 5 metres higher than the normal tide level. If the storm surge occurs at the time of a high tide then the area inundated with water can be extensive. Flooding caused by a storm surge is rapid and powerful. HAT at OMSB is 3.07 metres.

5.1.1 Cyclone Warning

The Bureau of Meteorology (BoM) has three cyclone warning centres located in Perth, Darwin and Brisbane which provide a tropical cyclone warning service.

The BoM warning service enables communities and businesses to prepare in advance should a cyclone affect their area. This advice, is general in nature, and acts as an aid for each community to assess the possible risk the cyclone poses for their area.

The amount of damage a community or business sustains is dependent on the following:

- how far the community/business is from the zone of maximum wind speed;
- how exposed the location is;
- if the buildings are constructed to Australian Standards for cyclone areas;
- the type of vegetation in the area; and/or
- the likelihood of resultant flooding

5.1.2 Tropical Cyclone Outlook

Each Tropical Warning Centre issues a daily statement giving a 3 day outlook on possible tropical cyclone development in their region and surrounding oceans. If a cyclone exists in the Australia region, but is not expected to threaten any coastal or island communities in the next 48 hours, a bulletin is issued every six hours that includes the cyclones name, current location and forecast movement.

5.1.3 Cyclone Watch

A cyclone watch is issued by the BoM and broadcast by local radio stations every six hours whenever there is a possibility a cyclone may produce gale force winds on the coast or in island communities within 48 hours (but not within 24 hours). The advice will give details of the communities likely to be affected, the cyclone location, intensity, severity category rating and movement.

5.1.4 Cyclone Warning

A cyclone warning is issued by the BoM and broadcast by local radio stations, every three hours, when a cyclone may produce gale force winds on the coast or affect island communities within 24 hours.

In addition to the information provided in the watch, the advice gives details of expected wind gusts, forecasts of heavy rainfall and abnormally high tides for the area. Communities are advised to commence preparations to ensure the safety of their people, animals, property and equipment.

When a cyclone is under radar surveillance close to the coast, hourly advice may be issued. State Emergency Services will issue community alerts during a cyclone warning phase and cyclone warnings are also telecast by television networks.

5.1.5 Standard Emergency Warning Signal

The Standard Emergency Warning Signal is an audible signal that is sounded on broadcast media in an emergency situation to gain public attention. This would typically occur in an area where a tropical cyclone of category 2 or stronger and is expected to affect a community within 12 hours. It is important to have radios tuned to local commercial stations or the ABC.

5.1.6 Cyclone Season

The BoM cyclone season commences on 1 November and concludes on 30 April the following year.

6.0 Accountability

6.1 Base Manager (BM)

The Base Manager shall be responsible for tracking the cyclone throughout its course, instructing and liaising with the Yard Supervisor as to appropriate action to be taken. The priority of the BM is to consult and instruct the YS regarding evacuation priorities. At all times, the Base Manager's aim should be to evacuate all site personnel (including contractors) to a safe location well in advance to the onset of a 'Red Alert'. All personnel including contractors are to evacuate site at 'Yellow Alert'.

Evacuation priority and location shall be determined in consultation with the YS. The designated primary cyclone shelter is:

- Onslow Community Centre, Second Avenue ONSLOW WA 6710
 - Category 1 & 2 shelter will be in own accommodation
 - Category 3 to 5 shelter will be in the town evacuation centre

The BM shall make all calls required to external agencies and relay information to the YS according to the scheduled contact times.

6.2 Yard Supervisor (YS)

The YS shall be responsible for monitoring the track and threat maps provided by the Bureau of Meteorology (BoM) and report the progress to the BM. The YS will also regularly check the Department of Main Roads website for road closure reports.

The YS shall also be responsible for handing out cyclone readiness check lists, ensuring check list action items are completed and maintain contact with the BM. The YS shall be responsible for ensuring all instructions from the BM are carried out and that all site personnel are aware of the cyclones progress and threat potential.

- Bureau of Meteorology website:
<http://www.bom.gov.au> (priority site)
- Department of Main Roads website:
<http://www.mainroads.wa.gov.au/UsingRoads/RoadTrafficInformation/Pages/RoadTrafficInformation.aspx>

6.3 Site Personnel

Site personnel shall be responsible for informing the BM and YS of any information they have to hand relating to the possible formation of cyclones.

All site personnel shall be responsible for carrying out all instructions issued by the YS and reporting completion of the tasks delegated to them.

7.0 Preparation

7.1 Agility Pre-season

The OMSB 'Cyclone Pre-season' commences on 1 September and concludes on 31 October and involves a range of activities to ensure that the site and buildings are safe, people are prepared and the Cyclone Plan is rehearsed:

- A review of all cargo in the laydown will be taken and collated with cargo that is expected to arrive and depart. A time line will be prepared using current available data to forecast the nature of any cargo in the laydowns at a particular point in time, this will be known as the Cyclone Inventory.
- A cyclone tied down plan will be prepared by the Base Management team using the cyclone inventory to determine the max exposure that is required to be secured in the event of a cyclone.
- As part of the analysis any small loose cargo shall be identified as being able to be moved from open laydown into the cyclone rated dome shelter. The cyclone inventory shall note this cargo as being subject to re-location in the event that this CMP is enacted.
- Once the max exposure is agreed, a review of securing equipment will be conducted.
 - This review is to include an analysis on the required numbers and types of equipment
 - A physical inventory check of the securing equipment held on the base
 - A physical check of the condition of the securing equipment including ensuring any inspection regimes have been maintained and registers updated for load bearing equipment
 - Any shortfall in requirements will be ordered and delivered to the base before the official cyclone season commences.
- all base permanent buildings including offices, amenities, sea containers that have previously been anchored using approved engineers drawings/recommendation, shall be inspected and any deficiency in the engineered securing solution shall be noted and rectified. Engineering re-inspection shall take place if deemed necessary by the BM prior to the commencement of the official cyclone season.
- The securing solution for loose cargo that is not identified as being subject to undercover storage, shall be covered with nets which in turn will be anchored with ratchet tie down straps to concrete blocks. Any securing equipment assessment shall include sufficient nets, straps and concrete blocks.

- all outstanding action items are to be stored in a corrective action register to ensure action items are followed up and closed out during the pre-season cyclone period

7.2 Agility Cyclone Season

The Onslow Marine Supply Base 'Cyclone Season' conforms to the BoM period 1 November to 30 April.

During the cyclone season the BM and the YS will ensure that:

- the site is left in a tidy state at all times during these months with material that may become an airborne projectile left in readily securable locations;
- Concrete securing blocks to be pre-staged to locations where they are expected to be required to facilitate expedited securing process in the event that this CMP is enacted.
- An inventory of available tie down straps is to be undertaken weekly to ensure that sufficient are available given the current cargo profile in the event the CMP is enacted.
- Personal items are to be ready for collection in case an evacuation is ordered.
- fuel tank levels are to be monitored and sufficient fuel available for two (2) weeks usage if the rivers flood must be maintained
- mobile phones are to be kept fully charged. Company owned vehicles fuel tanks must filled at the end of each shift.
- evacuation routes are to be monitored including condition of the roads and heights of the rivers.

8.0 Cyclone Alerts and Considerations

Cyclone warnings issued for Onslow and surrounding areas are to be considered as warnings in this plan.

8.1 Bureau of Meteorology

The BoM Special Services Unit (SSU) will provide nominated Agility personnel with 24/7 advisory weather forecasts throughout the year when triggers such as wind speed; rain fall or flood activity exceeds certain criteria within the BoM's 72 hour forecast period.

During the cyclone season, when weather modelling indicates the formation of a cyclone, the BoM activate their Cyclone Watch procedures and notify various agencies, including the Fire and Emergency Services Authority (FESA), media outlets and designated Agility personnel of their forecasts.

FESA declares various cyclone alert levels, including 'Blue', 'Yellow', 'Red' and 'All Clear' that are then included in the BoM weather forecasts. Agility's decision to evacuate site will be based upon the information provided by FESA and the BoM SSU.

8.2 FESA Alerts

FESA in conjunction with advice from BoM will release community alerts. As alerts are published it is expected that members of the community will act according to ensure their safety. To ensure that Agility complies with this best practice and to ensure that Onslow Marine Supply Base operations are made safe and all personnel are at either home or secure in cyclone rated accommodation, Agility will comply with these rated alerts but concurrently will run their own alerts so as not to be confused with the FESA community alerts.

At no time will Agility alerts be downgraded below the FESA alerts. *(See below for a copy of the comparable alerts).*

8.3 FESA Cyclone – Categorisation

The following information has been taken from WESTPLAN - CYCLONE (AL 3 - September 2004) and should be considered in any decision making process in respective of site specific cyclone procedures.

Category	Wind Gust Strength	Central Pressure kPa	Typical Effects
1	> 125 kph	> 985	Negligible house damage, damage to some trees and caravans.
2	125 to 170 kph	985 – 970	Minor house damage, significant damage to signs, trees and caravans, risk of power failure.
3	170 to 225 kph	970 – 945	Some roof and structural damage, some caravans destroyed power failure likely.
4	225 to 280 kph	945 – 920	Significant roofing loss and structural damage, many caravans destroyed and blown away, dangerous airborne debris, widespread power failures.
5	< 280 kph	< 920	Extremely dangerous with widespread destruction.

Note: At all times the lists/instructions below may be truncated or modified by the Base Manager and Operations Manager so as to deal with any changes to the cyclonic event. Cyclones are a dynamic weather event and a dynamic response may be required.

All site personnel, including contractors will be under the supervision of the Operations Manager from the Cyclone Watch period until the all clear is given.

8.4 BoM Flood Forecasting

At present, there is very little remote weather sensing infrastructure. The ability to accurately forecast flooding in the Pilbara by the BoM is uncertain. This situation will be improved upon the proposed installation of Automated Weather Stations (AWS) – currently under negotiation with the BoM Hydrology Department although it is unlikely that this will be installed for several years.

8.5 Flood Considerations

The impact of a flood will significantly impact the options available to relocate or not relocate personnel from accommodation. The flooding of dry creeks and rivers can occur quickly in the Pilbara and may be due to either localised rainfall or significant rainfall to the north of the Pilbara, (including the Kimberly), that flows southwards.

8.6 Storm Surge

Onslow is vulnerable to storm surge and in 1999 TC Vance produced a 4-metre storm surge caused significant damage to the Onslow Township. The consequence of storm surge is higher when:

- the eye of the cyclone passes just to the south of Onslow
- the eye of the cyclone impacts at the same time as a 'high tide'.

This vulnerability must be considered prior to making any decision to relocate personnel when the conditions listed above are present. In such circumstances, an alternate refuge may be utilised.

9.0 CMP Activation

9.1 Time Critical Decision

When BoM notifies Agility of a 'Cyclone Alert' or indicates the likelihood of a 'Cyclone Alert' or other adverse weather conditions, then the BM will initiate a meeting with the General Manager and YS to confirm the level of preparedness of the site.

9.2 Driver Responsibilities

During cyclone season drivers are required to keep vehicles in a state of readiness. As a minimum, this will include:

- the refuelling of the vehicle at the completion of shift;
- the availability of drinking water in the vehicle; and
- the monitoring of UHF radio communications in any vehicles fitted with a radio.

9.3 Individual Relocations

Should individual personnel wish to leave or relocate from Onslow prior to the decision being made to evacuate / close the base, the YM is to remind them of the base evacuation considerations and that they should apply these principles of risk endangering their lives unnecessarily. Should the individuals insist on leaving the area they will do so at their own risk.

9.4 Prudent Over Reaction

Agility's policy to protect its people when alerted to the threat of a tropical cyclone is one of 'prudent over reaction'.

10.0 Response Arrangements

The relevant OMSB Emergency Response Plan provides the framework for Agility to manage the preparation, response to, and recovery from unscheduled events. It provides guidance on the interface with stakeholders and emergency service organisations.

Details of these arrangements are maintained in the appropriate plan and should be referred to in any incident or event whereby Agility personnel or operations are adversely affected by cyclonic events.

10.1 Base Manager

A log book entry for each completed task/action is to be made at every stage of the cyclone, noting the date and time.

10.1.1 Cyclone Watch

On notification from BoM that a cyclone has formed the BM and or YS is to ensure:

- contact is made with DoT over planned port closure
- communication is maintained with any planned vessels over their intention to enter the port area during a cyclone watch
- ensure any vessels are ready to depart prior to any port closure is declared
- liaise with other port users over their cyclone management plan status and any vessels planning to enter (to use the sticks cycle mooring) or depart the port to ensure there is no conflict in the port waterways
- maintain communication with any vessels along side as to any plans to close the port
- contact is made with site personnel;
- be prepared to delegate cyclone preparation duties in the event that the primary managers are unavailable;
- cyclone track maps are monitored and bureau advice is assessed as it is provided; and
- all road conditions between Onslow, Karratha, Nanutarra and Newman will be monitored via the following website.

<http://www.mainroads.wa.gov.au/UsingRoads/RoadTrafficInformation/Pages/RoadTrafficInformation.aspx>

Note: The flooding of dry creeks and rivers can occur quickly in the Pilbara and may be due to either localised rainfall or significant rainfall to the north of the Pilbara, (including the Kimberly), that flows southwards.

10.1.2 Blue Alert

The BM will ensure:

- vessel masters are aware of status of port closure
- current information is used to decide on whether to evacuate site / close the base

- call frequency ordered (if less than 2 hours) from the YS, (will depend on intensity of cyclone and volume of rain expected);
- all cyclone updates are monitored as they are posted on the Bureau of Meteorology's website;
- mobile phone and satellite phones must be on at all times. (Contact may be required at any stage of the weather event cycle);
- in the event of internet failure on site, all monitoring of the track and threat maps will be the BM and YS responsibility;
- all road conditions between Onslow – Karratha – Nanutarra – Newman will be checked regularly using the link below; and
<http://www.mainroads.wa.gov.au/UsingRoads/RoadTrafficInformation/Pages/RoadTrafficInformation.aspx>

10.1.3 Yellow Alert

The BM will ensure:

- the YS is aware of 'yellow alert' status and is taking prompt action for the closure of the base
- cyclone track, forecast maps and radar maps for rainfall are monitored;
- calls to the YS for updates on cyclone and site progress are maintained on an as arranged basis; and
- relevant authorities are contacted and all road conditions checked between Onslow, Karratha, Nanutarra and Newman. Pre-emptively establish contact with the relevant SES depot responsible for coordinating any emergency response.

10.1.4 Red Alert

The BM will ensure:

- that the Managing Director is informed of 'Red Alert' status; and
- the base is in full cyclone lock down mode.
- all personnel are in their own shelter in place or at the Onslow community shelter

10.2 Yard Supervisor

A cyclone log book entry for each completed task/action is to be made at every stage of the cyclone, noting the date and time.

10.2.1 Cyclone Watch

The YS will ensure:

- Inspect and pump out any liquid in the bottom of the DG sumps to eliminate any pollution in the event of the storm surge breaching the wharf.

- Liaise with waste provider to plan to have DG waste ISO's removed from site
- Ensure no further pumping of waste occurs into onsite storage until all clear is given
- the site has all non-essential loose material tied down;
- fuel levels in the tanks are checked and have at a minimum 2 weeks supply
- distribution of tie downs or ropes to location where loose materials are located;
- all personnel on site alerted of cyclone watch status;
- drinking water tanks are kept near to full.

10.2.2 Blue Alert

Date and time status notes are to be logged in the cyclone log book. Printouts provided by the YS are to be stored with the log.

The YS will ensure:

- that all non-essential loose items that may become airborne are placed in sea containers or tied down;
- two (2) hourly calls (or more frequent if directed by the BM) to the BM between 7am and 9pm. Calls outside these hours on an as required basis;
- preparation of mobile equipment for evacuation if it is unsafe to leave it at site;
- personnel instructed to keep vehicles fully fuelled at the end of shift;
- all site personnel briefed as to expected travel path of cyclone and possible consequences (wind, rain, damage etc);
- a running list of the number of people on base is maintained, including contractors and visitors
- the BM is updated with numbers as things change;
- If the BM is fatigue managed and an alternate identified to ensure 24/7 monitoring of the cyclones progress; and
- all personnel are notified of the designated shelter to attend
- All 4X2 vehicles have been removed from site due to the possibility of the storm surge breaching the wharf
- Move large MHE to the South East of the yard (high ground) to minimise impact of a storm surge
- Ensure crane operator has completed their cyclone preparation for any mobile cranes that will remain on site.

10.2.3 Yellow Alert

Date and time status notes are to be logged in the cyclone log book. Printouts provided by the YS are to be stored with the log.

The YS will ensure:

- all personnel are to be recalled to the site office;
- a list of all site personnel is collated including contractors, and a copy forward to the BM
- all contractor crews are stood down and asked to contact their head office regarding requirements for equipment evacuation.
- all contractor personnel commence evacuation from site and move to their own designated evacuation shelter locations;
- confirm that all contractor personnel have reached their evacuation shelter location,
- all personnel are briefed as to location and track of cyclone;
- mobile equipment is evacuated if unsafe to leave at site;
- ensure generators are emptied of fuel to minimise and diesel spillage due to store surge;
- circuit breakers and generator is switched off if evacuating. Tag out generator;
- all personnel to leave the base for their own shelter in place or to the Onslow Community Centre shelter;
- Confirm via telephone that all personnel have arrived at their own 'shelter in place' or the Onslow Community Centre

10.2.4 Red Alert

Date and time status notes are to be logged in the cyclone log book. Printouts provided by the YS are to be stored with the log.

The YS will ensure:

- the operation is fully demobilised and that all personnel are at evacuation shelters; and
- that no personnel leave the shelter location once the 'Red Alert' is called, and until the 'ALL Clear with Caution' is given.

It is the responsibility of the YS to ensure that all staff members currently in secure shelter/s are not affected by alcohol or sedative drugs during a 'Red Alert'. In the event of an emergency developing all personnel will need to be capable of responding effectively.

Post cyclone, a team based risk assessment (TBRA) is to be carried out including all site personnel and permanent contractors to identify potential hazards associated with damage from the storm before recommencing.

Note: Under NO circumstances is the generator to be switched on before visually inspecting the entire area for damage and carrying out the TBRA. People have been killed by live wires after cyclones.

11.0 Recovery Arrangements

11.1 Recovery Management

The delivery of recovery services will be initially managed by the BM, following advice from the YS .

Given the susceptibility of the base to succumb to storm swell an initial inspection of the state of the access and yard surface will be conducted only using a 4X4 vehicle. Once it is deemed access to the base is safe for other vehicles then the BM will give the all clear to the remaining resources.

The appointment of a Recovery Manager by the BM or the formation of a recovery team should be considered to comprehensively manage long term recovery issues including:

- communication of facility status to vessels scheduled to call
- ensuring all storm water has been pumped from DG sumps into waste ISO tanks a contingency to contamination
- yard clean up
- counselling;
- support services for personnel and families;
- incident investigation (internal and external investigations);
- stakeholder relationships;
- internal and external communications;
- regulatory compliance; and
- emergency management review.

11.2 Incident Management Team Roles

The IMT is responsible for overseeing the initial recovery management of personnel, equipment and other aspects of the operation that may have been affected by the cyclone. The site assessment and issue of 'All Clear with Caution' may be a necessity and be managed by the IMT pending the re-establishment of communications. The role of the IMT in recovery management includes:

- the wellbeing of personnel who may have been within the tropical cyclone's impact zone;
- the safety of work sites;
- the safe re-occupancy of work site; and
- the relocation of personnel if required.

11.3 Counselling

- **Critical Incident Stress Debriefing**

The provision of counselling services such as Critical Incident Stress Debriefing should be provided to all personnel who were directly impacted by the cyclone. Agility maintains and operates an Employee Assistance Program (EAP) that will be fully available to any persons including family if required. Details are available from the HR Department.

- **Contractor Personnel**



Whilst contractors have the responsibility to provide counselling services for their personnel a coordinated approach to the provision of these services is encouraged and Agility will liaise with contractor companies to ensure personnel are provided with access to counselling services

Appendix 1 – Cyclone Alert Stages

BLUE	<p>CYCLONE BLUE ALERT</p> <p>Preparation</p> <p>A cyclone has developed off the coast and may affect our area. Remove all unnecessary rubbish and loose material from the work area.</p>
YELLOW	<p>CYCLONE YELLOW ALERT</p> <p>Tie Down</p> <p>A cyclone is likely to affect the safety of people and security of the operation.</p>
YELLOW	<p>CYCLONE YELLOW ALERT</p> <p>Evacuation/ Relocation</p> <p>On completion of the tie down employees are to commence evacuating the base to designated cyclone shelters.</p>
RED	<p>CYCLONE RED ALERT</p> <p>Shut Down</p> <p>A cyclone is imminent. Operations are closed. All personnel have left the site and no personnel are to enter operating area.</p>



ALL CLEAR

CYCLONE ALL CLEAR

Return to Work

A cyclone has passed. Management team have inspected the site (TBRA).

The Base Manager and Operations Manager have determined that it is safe to return to work.

Appendix 2 – Cyclone Preparation Checklist

Step	Activity to check	Responsible Person	Completed date/time
Cyclone Blue Alert			
1	Ensure Base Operations Manager is notified of the cycle preparedness		
2	Check all required preparation have been undertaken		
3	Clear area of loose material		
4	Emergency supplies		
5	Tie down all loose equipment		
6	Conserve water		
Cyclone Yellow Alert - Tie Down			
1	Ensure Base Operations Manager is notified of the cycle preparedness		
2	Top up vehicle fuel tanks		
3	Fill emergency container with water and make sure all other emergency supplies are to hand		
4	Ensure all portable water tanks are full		
5	All vehicles are accounted for		
6	All windows taped with PVC tape in all buildings		
7	Park in designated areas and secure vehicles		
8	First aid supplies to be stocked and ready to move to first aid post in shelter		
Cyclone Yellow Alert – Evacuation / Relocation			
1	Full evacuation of the base to designated cyclone shelter in place		
2	Account for all personnel		
3	Liaise with Perth General Manager to communicate preparedness status		
4	All vehicles will be parked in main car park		
Cyclone Red Alert Shut Down			
1	All personnel have left the site and no person is to re- enter the operating area until authorised		
Cyclone All clear Return to Work			



Cyclone has passed and it is the responsibility of the Management Team to inspect site. A TBRA is to be conducted to assess that the site is safe for re-occupation. On completion of the inspection a status of any damage to any facilities, power or other service must be reported to the Perth General Manager



Appendix 3 – Site Information

Site Name				
Location				
Coordinates	Lat/Long		GPS:	
Local Government Shire	Onslow			
Contact Information	Registered Manager:			
	Office Phone:			
	Accommodation:			
	Mobile Phone:			
	Satellite Phone:			
	UHF Radio Channel:			
Emergency Response	Medical Centre:	Yes / No (please circle)	Phone:	
	Medic on site:	Yes / No (please circle)	Mobile Phone:	
			Sat. Phone:	
	Emergency Response Coordinator:			
	Phone:			
	Sat. Phone:			
	Emergency Response Team:			
	Phone:			
	Sat. Phone:			
	Ambulance on site:		Yes / No (please circle)	
Fire appliance on site:		Yes / No (please circle)		
Description:				
Services	Fuel capacity:			
	Potable water capacity:			
Special Assessments (List creeks or other features affecting cyclone arrangements)				



Cyclone Management Plan

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Issued:

Authorised:



Appendix 4 – Cyclone Status Information

Update Number:		
Date:		
Time:		
Alerts:	Agility:	FESA:
CYCLONE NAME:		
Cyclone Location: <i>See Attached BOM Report</i>		
Special Information: <i>EG: road closures, etc</i>		
PRINT NAME:		



POSITION:

Time of Next Update:



Appendix 5 – Cyclone Situation Report

Site Details:		Name:	
Phone:		Fax:	
Email:		UHF Channel:	
Day:	Date:	Time:	
Registered Manager:			
Phone:		Mobile:	
Site Cyclone Coordinator:			
Phone:		Mobile:	
Cyclone Response Activity: (Site - please tick)		Current Major Issues:	
<input type="checkbox"/> Cyclone Blue Alert <input type="checkbox"/> Cyclone Yellow Alert - Tie Down <input type="checkbox"/> Cyclone Yellow Alert - Evacuation <input type="checkbox"/> Cyclone Red Alert <input type="checkbox"/> Cyclone All Clear			
People and Logistics			
People	No. of people on site:		
Self Evacuees	Total No. (Signed out)	Total No. (Not signed out)	
Today's Roll Call	Attached:	Yes / No	Time of Roll Call: am/pm
Transportation	No. of vehicles on site:		
Utilities and Services Status:			
Fuel	Supplies (in days):		
Electricity	Serviceable:	Yes / No	
Potable Water	Supplies (in days):		
Radio	Serviceable:	Yes / No	
Sewerage System	Serviceable:	Yes / No	
Telephone	Serviceable:	Yes / No	
Internet	Serviceable:	Yes / No	
Injuries / Damage Report:			
Injuries:			



Damage:	

